

## GUIDELINES TO WRITING EFFECTIVE RESOLUTIONS

(Prepared by Dennis Demmert and edited by Ross Soboleff, September 2000)

### **Summarize the resolution in the title.**

--The title states the action being requested and identifies the person or organization that the resolution is asking to take action.

### **Draft the "Resolved" clause first.**

--By drafting this first, you are providing a focus for the "Whereas" clauses. This Resolved clause states what you want done. The "Resolve" clause must stand alone.

### **Draft "Whereas" clauses second.**

--These clauses are supporting the "Resolved" clause. Each clause should present a separate reason in support of the resolution.

### **Be specific.**

--Get all the facts about the issue being addressed. Use the most supportive facts in the "Whereas" clauses. Be clear about what action is being requested.

### **Verify the accuracy of everything in the resolution.**

### **Use "Further resolved" sparingly.**

--One "Resolved" clause is usually sufficient. Do not use this to indicate the receiver of the resolution.

### **Name the ANB/ANS in the Resolve clause as the sponsoring organizations.**

--For example, "Resolved, That the Alaska Native Brotherhood and the Alaska Native Sisterhood in Grand Camp assembled in October 2017..."

### **Edit every resolution.**

--Review each resolution critically. Make sure that the grammar and facts are correct. Eliminate weak "Whereas" clauses. Other people reviewing each resolution is helpful.

### **Standard punctuation for a resolution:**

--Capitalize each "Whereas", followed by a comma.

--Capitalize the word following each "Whereas".

--Use a semicolon (;) and the words "Therefore, be it" at the end of the "Whereas" clause.

--In a resolution, no punctuation follows "Therefore, be it".

--Put a period at the end of each "Resolved" clause.

### **Submit all resolutions in two forms:**

--Hard copy (printed) and on CD or thumb drive.